

CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: September 18, 2024

FROM: Laura Fischer

SUBJECT: **Staff Report – Part-Time Manager**

Finance:

CDBG Program Income Reports. The City is behind in submitting the required Program Income reports to HCD. Staff has contacted Raney & Associates, who said that they do not work on program income reporting. Staff is working to find another agency and/or work on completing them.

Accounting Software Training. Staff has been busy submitting information to Frey so they can upload it into our new system. We still owe them some information and we don't have a training schedule yet.

Public Safety Building Grant Application. Staff heard from Congressman Ruiz' office about the possible grant for the Public Safety Building. I heard that the Congressman continues to support our application and that it is still in the running for funding, however, our funding has been reduced to \$1.2 M. That is a great deal of money and I feel confident we can present a viable project to council soon.

Disaster Relief Funding – Federal – New Applications. Staff was made aware of possible Disaster Relief Funding available for the Federal Emergency declared for Hurricane Hillary. The application was due the same day that we found out about it, and staff quickly submitted a couple of grants in hopes of securing some funds. Grant application #1 was for various equipment including a medical response vehicle for Fire, water meters, projector, telecommunication equipment, furniture and computers for police, iPads for Council and PD. This grant request was for \$690,572 with a possible match requirement of \$172,643. The grant application #2 was for matching funds to assist with the construction of the public safety building. This would be matching the Congressional dollars that we MAY be awarded later this year.

Water Projects:

Water Plant Improvement Project SRF – Tanks and TTHM Removal System. Staff continues to meet and reviewed outstanding tasks. We just completed four years of audits, which were required as part of the project. We need to have our FY 2024 audit completed before the final packet can be accepted for review. The City has contracted with Felchner & Associates to completed the 2024 audit and they will begin the process in December. In addition, we will need

to start working on adopting an updated rate schedule as our last rate adjustment goes into effect this November. This item is on the agenda.

Meetings Attended:

I attended a meeting regarding the Lithium Valley which was held for all city managers and lead by the County CEO. I attended a City County Manager meeting where the Chief of Police from many cities attended to discuss the new laws about homeless encampments. The Chiefs will continue to use the CCMA meeting as a forum to discuss a joint effort to discuss this important issue. I attended the ICTC meeting which had many items reported, which can be found on their website. Of interest is the fact that the LTA Authority Board had declined our request to have transportation funds pay for the construction of Martin Street that was needed for the development of Loves. As you know this was a development cost associated with Loves that was part of the agreement for the City to fund. I have a meeting with our accountant to see how this change in strategy will affect our balance sheet. I will report back to you after my meeting on 9/19/24. I met with Ramiro to discuss the strategy to develop a plan to inventory all of the city's water line to determine if any are made of lead and/or copper. A plan must be submitted to the State Water Board by the end of October as to how we will begin to inspect and research maps. Phone meeting with Invoice-Cloud, Frey, Conveyor working toward accounting software implementation.

Hours worked. During the past two weeks my total hours worked was 31.

My contract allowed for 64 hours per pay period.

Respectfully Submitted,
Laura Fischer